



Request for Proposals 2023-060

Grant Management System

ADDENDUM No. 2

ISSUE DATE: June 5, 2023

Responding offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

A. Add/Delete/Replace

1. **Add to 4 Objective and Scope of Work; Section B; Number 7 the following:** “Union County requires from its cloud service provided solutions a consistent level of security and risk management; using FedRAMP requirements such as data protection, access controls, vulnerability management, incident response, and real time monitoring demonstrates cloud service provider's commitment to a secure environment. Union County also follows the established security control standards of the National Institute of Standards and Technology”

B. Question/Answer Section

1. **Question:** How many unique Grant Making programs in which you collect applications does the county manage?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

2. **Question:** Beyond Under Grant Seeking; Invoicing for awarded funds. Can you please elaborate on the intention of this? Do you desire the selected system to create the invoice and cash drawdown/reimbursement requests of your awarded grant?

Answer: While the County is open to reviewing any potential invoicing features, this is not a requirement.

3. **Question:** Did the county have any solution demonstrations from other vendors, and was the RFP influenced by any vendors?

Answer: The County has had a demonstration from eCivis, the RFP was not influenced by any vendor.

4. **Question:** Please share an approximate count of:

- Grant Calls (Funding Opportunities)
- Proposals (Grant Applications) submitted/reviewed in a year.
- Awards (Grants) in a year.

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

5. **Question:** What is the approximate budget of awards funded annually?

Answer: Approximately 56,000,000 Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

6. **Question:** What is the approximate number of total proposed system users?

Answer: Union County anticipates approximately 25-30 internally, consisting of approximately 5-6 departments. There will be about 20-25 estimated external users including non-profits, contractors, and NGOs.

7. **Question:** Does the County have any existing applications for managing Grants?

Answer: No

8. **Question:** Data Migration - Could you please provide an approximate number of records that need to be migrated from the legacy system to the new system?

Answer: The approximate number of records that need to be migrated is unknown currently.

9. **Question:** Can you please provide the list of all the systems you would need the new Grants Management System to integrate?

Answer: Munis

10. **Question:** How many internal users (Union County Employees) will need access to the software?

Answer: 25-30

11. **Question:** How many awarded grantees does the county have?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

12. **Question:** How many applicants for grants does the County receive in a year across all programs and departments?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

13. **Question:** Does the City utilize Microsoft Office 365, Dynamics 365, or Azure?

Answer: Microsoft Office 365

14. **Question:** Has the County seen an demonstrations for Grants Management software? If yes, from which vendors?

Answer: Yes, eCivis

15. **Question:** What is the Counties budget for this project?

Answer: Union County's budget is dependent upon the system's features and functionality.

16. **Question:** How many Federal and State grants is the County managing now?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

17. **Question:** How is the County currently managing their grants and processes?

Answer: The process depends on the size, scope, and grantor requirements. Primarily this is done through spreadsheets and utilizing any Federal or State software associated with the grant award for reporting purposes.

18. **Question:** Do you have an anticipated budget for this project? If so, will you share the budget amount?

Answer: Please refer to the answer to Question 15.

19. **Question:** Please provide the number of internal users (county employees and other reviewers) who will need access to the system.

Answer: Approximately 55-60 including both internal and external users.

20. **Question:** Please provide the number of external users (grant recipients) who will need access to the system.?

Answer: Approximately 20-25.

21. **Question:** How much grant funding is typically managed by the county in a given fiscal year?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

22. **Question:** How many grant programs are currently being managed by the county that will also be managed in the new system? Do you anticipate adding other grant programs this year, and if so, how many?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports> At the time of this RFP, we are definitively planning on adding a minimum of 3 additional grant programs. This number is subject to change.

23. **Question:** Is the county currently using another system and/ or vendor to manage grants? If so, what is the system/vendor? If not, how are grants currently being managed by the county?

Answer: The County is currently not utilizing any other system or vendor to manage grants. Please refer to the answer to Question 17.

24. **Question:** Will this project require data migration from existing systems? If so, please describe the data, the number and type of records, the total size of the files, etc.

Answer: Yes, it will require data migration from existing systems. The number of records and total size of the files is unknown currently.

25. **Question:** Regarding integrations: "Integration with Internal County Systems. The System shall feature system-to-system integration with internal County system platforms whenever possible. Integrations would include Tyler Technologies (Munis) to the County's General Ledger (GL), and Accounts Payable (AP) modules. Another integration shall involve existing Laserfiche repositories containing previously submitted applications, documents and correspondence." Do the systems you wish this solution to interface with have APIs available? If so, are they available for review? If not, please describe integration capabilities.

Answer: Tyler Technologies and Laserfiche both currently have APIs. Currently Union County does not use any custom APIs from either Tyler or Laserfiche.

26. **Question:** Are there any Security needs required to maintain the data? I.e., FEDRAMP and Audit requirements? If so, please describe.

Answer: Yes, Union County requires from its cloud service provided solutions a consistent level of security and risk management; using FedRAMP requirements such as data protection, access controls, vulnerability management, incident response, and real time monitoring demonstrates cloud service provider's commitment to a secure environment. Union County also follows the established security control standards of the National Institute of Standards and Technology.

27. **Question:** Does the agency hold licenses for an electronic signature tool you would like to use as part of this solution? If so, please provide the name. If not, do you have a preferred tool or would you like this to be included in the proposal?

Answer: DocuSign

28. **Question:** Please elaborate on the county's preference for future systems maintenance. Does the agency prefer future support and maintenance is done by the selected partner, internal team or a combination of both?

Answer: Combination of both is preferred.

29. **Question:** Is the vendor required to be on site for any portion of the contract term?

Answer: No

30. **Question:** Have you seen demonstrations of any grant management systems prior to issuing this RFP? If so, will you share which systems?

Answer: Please refer to answer to Question 3.

31. **Question:** What is your anticipated timeline for review, scoring and vendor selection?

Answer: Not available at this time

32. **Question:** How many internal staff users will access the system more than 40 hours/month? And how many internal staff will access the system for less than 40 hours/month

Answer: At the time of this RFP, no users plan to spend over 40 hours per month.

33. **Question:** How many external users (applicants/registrants/reviewers) will access the system per month?

Answer: Please refer to the answer to Question 20.

34. **Question:** What is your preferred hosting option (Public or Private Hosting)?

Answer: Union County prefers a cloud service provider solution.

35. **Question:** Please elaborate on the setting of the working prototype? How long is the prototype required for? Is it required for the entire procurement process or for a particular time-frame during demonstration?

Answer: 2 weeks during the review process.

36. **Question:** Is there a timeline for transition into a new system?

Answer: There is no hard timeline or deadline for the transition, this will depend heavily on the amount of staff members and hours required to successfully implement the new system.

37. **Question:** Have you had any assistance in preparing this RFP? If so, from whom?

Answer: No

38. **Question:** Has a budget been approved for this project? If so, for how much?

Answer: Please refer to the answer to Question 15.

39. **Question:** Are local businesses scored favorably for this RFP?

Answer: No

40. **Question:** Can you please provide Union County's number of unique sub-recipient organizations?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

41. **Question:** What is the anticipated number of internal users and external users?

Answer: Please refer to answer to Question 6.

42. **Question:** Can you please provide Union County's average annual grant revenue?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

43. **Question:** Have you had demonstrations and/or conversations with grants management vendors? If so, with whom?

Answer: Please refer to the answer from Question 3.

44. **Question:** Please provide a list of systems currently housing on-going/historical grant information and for each please provide the data schemas and approximate number of records to be extracted, transformed, and loaded into the system.

Answer: The systems currently housing on-going and historical grant information include LaserFische, Munis, IDIS, and network files. The approximate number of records is unknown currently.

45. **Question:** Does Union County have a preference regarding a SaaS vs a non-SaaS solution?

Answer: Union County prefers a SaaS solution, but it is not a requirement.

46. **Question:** Would Union County be willing to extend the due date of May 31, 2023?

Answer: Yes, the due date has been extended to June 15, 2023.

47. **Question:** Have resources been allocated to participate in the implementation?

Answer: Partially, Union County plans to add additional resources after selecting a vendor and learning about time and resource requirements.

48. **Question:** Any resource constraints or "threats" to grant management system implementation? Additional projects, system enhancement/changes, etc.

Answer: The IT team currently lacks the capacity to undertake new implementations for the next twelve weeks. Limited staff resources, an ongoing ERP upgrade, and an in-progress Microsoft 365 implementation contribute to the bandwidth constraints, prioritizing completing existing projects before taking on new ones.

49. **Question:** Has an implementation team been identified? If yes, what functional areas do they represent?

Answer: At this time, we have a partial team identified, consisting of Finance, the County Manager's Office, and Union County is currently onboarding a Grants Specialist position. The County will need to identify and add additional members when we have a complete understanding of the implementation process.

50. **Question:** Has the within your organization identified an internal project manager / project management team for this implementation to coordinate with the vendor?

Answer: Project Managers will be Sara Scheirer, Local Disaster Recovery Manager, and Haley Smith, Accountant.

51. **Question:** Is there a centralized grants management department / division within your organization?

Answer: Grants are managed by the individual departments with the Finance Department acting as the centralized "grants management" department. Union County is in a transition phase with

new positions recently hired. We are also currently in the process of hiring a Grants Specialist who will assist heavily with the implementation of the selected software.

52. **Question:** How many departments or programs will be utilizing the GMS?

Answer: Approximately 5-6 departments

53. **Question:** Are program applications and procedures standardized? Are there any mitigating factors or simultaneous projects that would mitigate the resource allocation for implementation?

Answer: There are no standard applications currently, processes vary depending on the grant. Mitigating factors would include current heavy workloads and/or statutory deadlines that may take precedent over software implementation.

54. **Question:** Will within your organization look to pilot programs first, or pursue an implementation with a “big bang” approach?

Answer: Big Bang.

55. **Question:** What is the scope of the data that needs to be migrated (quantities of recipients, programs, grants, budgets, other data)?

Answer: Union County would like to review software features and functionality before assessing which programs, budgets, and other data will be migrated.

56. **Question:** Would Union County be amenable to excluding graphics and system screenshots outside of the RFP page limit?

Answer: Yes

57. **Question:** The county mentions "Another integration shall involve existing Laserfiche repositories containing previously submitted applications, documents and correspondence" - is the county looking for (i) a migration effort, which would result in making the documents previously stored in Laserfiche available in the GMS via one off migration effort or (ii) an active, bi-directional integration which maintains documents in both systems, integrating new documents from the GMS in to Laserfiche and vice versa as well as from Laserfiche in to the GMS.

Answer: Ideally, Union County would prefer option (ii).

58. **Question:** Does the county have an existing grants management solution in place and that will be replaced by the new system? How long have you been using the existing system?

Answer: No

59. **Question:** Why now? What is driving this grants management transformation project?

Answer: Union County is currently building grants management capacity, hiring additional positions, and anticipates applying for more grant funding in the future.

60. **Question:** Are there an existing database or spreadsheet(s) with historical grant information that is expected to be available in the new system? Can you quantify the volume of historical data to be migrated?

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports> We are unable to quantify the volume of historical data currently.

61. **Question:** Does Union County have any experience administering Salesforce?

Answer: Yes, Union County has previously utilized for ERAP (Emergency Rental Assistance Program)

62. **Question:** Do you expect or anticipate that business processes related to grant seeking and grantmaking will be redesigned in this project? Are you seeking assistance in process redesign?

Answer: Union County is open to receiving assistance with the development of processes for grant seeking and grantmaking.

63. **Question:** What does "maintenance" in the context, "Maintenance of embedded workflows and online applications;" mean?

Answer: Maintenance to ensure proper functioning of workflows and online applications

64. **Question:** Have you identified any key metrics that you would like the system to report on?

Answer: This will be grant specific, we are open to reviewing standard features and functionality.

65. **Question:** Does Union County have existing middleware used to integrate with Munis API? Do you have staff who you expect will participate in configuring an integration with Munis, or do you expect the vendor to handle all integration work?

Answer: Vender integration is preferred, currently Union County does not have existing middleware

66. **Question:** Can you provide a list of the types and number of county staff users you expect to use the new system?

Answer: Please refer to the answer to Question 6.

67. **Question:** Can you provide any information on the external entities or the general personas of the people at the external entities who will apply for grants?

Answer: The external users will include, but aren't limited to, non-profits, contractors, other government entities, and auditors.

68. **Question:** Does Union County have any internal change management-focused resources that will be available for this project?

Answer: No

69. **Question:** Does Union County expect to be able to dedicate any staff time to administering the new grants management system?

Answer: Yes

70. **Question:** Please list all grant programs available, average number of awardees per program, average award size per program, and funding source per program

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

71. **Question:** Please list total applicants per grant program (duplicated is fine), and total of unique applicants. Please list in the same manner for awardees.

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

72. **Question:** How many users (not visitors) are expected to utilize the grants management platform?

Answer: Please refer to the answer to Question 17.

73. **Question:** Please list all funding sources (including administrative costs) and whether it is state, local, federal, or other

Answer: Please refer to the attached Schedule of Federal and State Awards from FY22 audit, the document can be found here: <https://www.unioncountync.gov/government/departments-f-p/finance/annual-comprehensive-financial-reports>

74. **Question:** Please describe your current grants making process in detail from application to award. How many processes are manual vs. automated? Are there any current integrations in place?

Answer: All current processes are manual. There are no integrations in place. Regarding process, please refer to the answer to Question 33.

75. **Question:** Does your desired solution include federal reporting in accordance with regulations such as Uniform Guidance, HUD, etc.?

Answer: Yes

76. **Question:** Are all desired integrations API-based or do they differ? Please list integrations and which is API-based vs. others?

Answer: Any future integrations would be API-based.

77. **Question:** What system currently manages grants for your county?

Answer: None

78. **Question:** What current instances of Salesforce exist within Union County? Please list the applicable cloud and if Shield is also utilized.

Answer: No applicable cloud, Shield is not utilized. Regarding Salesforce, please refer to the answer from Question 61

79. **Question:** What is the current state of systems handling invoicing for awarded funds?

Answer: Union County currently utilizes Munis to pay invoices.

80. **Question:** Are your grant disbursements time-based with required invoicing by the grantee? Or are they variable as invoiced by the grantee? Or both?

Answer: Both

81. **Question:** What is the preferred method and format for publishing MOUs and contracts?

Answer: DocuSign

82. **Question:** What are the different document sharing and generation formats, compliance requirements?

Answer: The vast majority of document sharing formats in the County are PDF, tiff, Microsoft Office Suite formats, plain text, and cloud-based sharing documents. For all of these formats, the solution should adhere to the compliance requirements stipulated in question 26 and any requirements revolving around personal identifiable information, protected health information, and financial data.

83. **Question:** Will you provide an example Scoring method for a grant?

Answer: Refer to section 5.4 of RFP for scoring for this project

84. **Question:** What are the various channel communications between grant seekers and County personnel (e.g. phone, email, portal chat, automated channels)?

Answer: Phone, email, written correspondence, community engagement software

85. **Question:** Do you require FedRAMP or StateRAMP certification for cloud-based platforms?

Answer: Please refer to the answer to question 26.

86. **Question:** Do you require a solution that complies with any Grants Standards such as the Federal Integrated Business Framework (FIBF)?

Answer: Not familiar with FIBF, solution will need to comply with UG

87. **Question:** Should any solution's licensing model provide an all-inclusive option so the customer can have a more predictable year-over-year price without upcharges for additional programs, specific integrations, metered use, etc.?

Answer: Yes, Union County would prefer an all-inclusive option.

88. **Question:** Can you provide us with an estimated total user count for the grants management system?
- How many internal (Union County) employees will be using the platform?
 - How many external users (including applicants) do you estimate on a yearly basis?

Answer: Please refer to the answer to Question 6.

89. **Question:** Can you elaborate on the following for each of the following for the integration with the Munis system outlined in Section 4.A.3 Grant Seeking:
- Is direct/live integration or one-time/ad hoc import needed?
 - What data is exchanged (if not stated already)
 - Frequency of data transfer (real-time, daily, weekly, one-time, etc.)
 - Format needed (e.g., CSV, XML, etc.)
 - Is there an Application Programming Interface (API) available?

Answer: The evaluation team will clarify the particulars of this question with the preferred vendors of choice further along in the bid process.

90. **Question:** In Section 4.A.3 Grant Seeking, you mention “Another integration shall involve existing Laserfiche repositories containing previously submitted applications, documents and correspondence”. Do you envision a one-time data migration or will it be an ongoing integration with the future state grants management system? If it is a live integration, can you elaborate on the following:
- Frequency of data transfer (real-time, daily, weekly, etc.) real time or daily is preferred, depending on type of data, weekly
 - Format needed (e.g., CSV, XML, etc.)
 - Is there any Application Programming Interface (API) available?

Answer: The evaluation team will clarify the particulars of this question with the preferred vendors of choice further along in the bid process.

91. **Question:** Does Union County already utilize Microsoft cloud technologies, such as Azure, Office, SharePoint Online, or Dynamics 365?

Answer: Office 365

92. **Question:** How many users will need access to this system? Are all users Union County employees, or is access required for third-party users?

Answer: Please refer to the answer to Question 6. Third-party access will be required.

93. **Question:** Are all users in the same role, or if not, can you describe the different roles and approximate number of users in each role?

Answer: Roles vary; Union County is happy to discuss roles and responsibilities after learning about the features and functionality of the software platform.

94. **Question:** Please provide the budget for this project?

Answer: Please refer to the answer to Question 15.

95. **Question:** Does Union County have an existing Grants Management System, and if so, what software is used for that?

Answer: No

96. **Question:** Please advise of the number of internal users needed for the software portal for grants activity within Union County.

Answer: Approximately 55-60 including both internal and external users.

97. **Question:** Can a video be included in the proposal?

Answer: Yes

98. **Question:** Will you be using the software as a public-facing application for sub-recipients to apply for funds or programs and report their accomplishments/beneficiary data, etc. or will grantees be provided a one-time grant or both?

Answer: Both

99. **Question:** Are you in need of any existing/active grants/loans or case data migrated? If so, please disclose the number of records and what type of records for the pricing quote?

Answer: Yes, we will need existing grants migrated, we are unable to disclose the number and type of records at this time..

100. **Question:** Can you provide what department this grant management activity is for?

Answer: Multiple Departments, approximately 5-6

101. **Question:** Please provide how many applications are needed for each of the grants that are distributed within the Union County, so we can accurately provide pricing.

Answer: At this time, we do not have a solidified number of applications needed.

102. **Question:** Please provide more detail on your internal and external grant review scoring process and how many grants have an external scoring process with users not within the department or Union County.

Answer: Grant review scoring processes are different depending on the funding source and type of program.

End of Addendum No. 2